

# Role Description

## Trades Assistant



<b>Title</b>	Trades Assistant
<b>Classification/Grade/Band</b>	Band 1 Level 3
<b>Group/Unit/Section</b>	Environment and Planning/Waterways and Coastal/Coastal Protection
<b>Reports to</b>	Crew Leader Coastal Protection

### Vision

A vibrant and sustainable Central Coast.

### Purpose

To provide valuable services that strengthen and support the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Trades Assistant is responsible for assisting in the maintenance, improvement and construction of Central Coast Council's (CCC) waterways and coastal assets through the application of sound trade support practices and cost effective utilisation of resources.

The position of Trades Assistant is required to provide quality customer service and create value for the community.

### Key Duties and Responsibilities



- Carry out various vegetation management activities within CCC reserves, beaches and lakes to the required standards under the direction of the relevant Team Leader
- Carry out improvement and new construction works within CCC beaches, lakes and waterways as required
- Effectively and safely utilise hand tools, power tools and other equipment in carrying out the functions of the position
- Operate a CCC vehicle with trailer in a safe and responsible manner
- Ensure that beaches, waterways and waterfront are left in a clean and safe state on a daily basis to minimise risk of harm to the public
- Complete all administrative functions associated with the position, such as material dockets, timesheets etc, in a timely and accurate manner
- Ensure the security of CCC plant, materials and equipment within the relevant area of responsibility and report any incidents to Supervisor
- Ensure that all work is carried out in accordance with CCC policies and procedures, WHS requirements and Construction Act, including traffic control
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

### **Authority and Accountability**

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
- Decisions affect the work and activities of others within the work group or team;
- The work of the Trades Assistant influences the external environment by ensuring services are consistent with Council standards;



- The Trades Assistant complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Has little or no responsibility for budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/or withdraw from a conflict situation.

### **Business Enablers and Technical Skills**



- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;

### **Team Work**

- Recognise and acknowledge individual/team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

## **QUALIFICATIONS**

### **Essential**

- Class C Driver's Licence;
- OHS Construction Induction Certificate (White Card)

### **Desirable**



- Current Light Rigid (LR) Driver's Licence;
- Traffic Control Licence (Blue Card);
- Other relevant licences to operate minor plant;
- Conservation Land Management and/or Bushcare Trade qualifications relevant to the work area

## EXPERIENCE

- Extensive experience in coast areas, beaches and waterways maintenance duties
- Experience using hand tools and items of minor plant
- Working in a team environment and providing quality customer service to the public

## Key Relationships

Internal	External
Other Council employees (not including direct reports)	Members of the Public/residents/ratepayers

